

Trns•port Memo

To: Estimates Staff and CO Maintenance Staff
Copies: Diana Ray, Project Review
From: Tyrone Ware, Trns•port PES/CES Coordinator
Date: 09/21/2011
Re: **Acquisition Time**

ISSUE / BACKGROUND: A request was made to pre-populate the Acquis/Flexible Start time field, as it was sometimes overlooked since it appeared on page 2 of the General tab. The request to pre-populate it with 15 days was implemented for a brief period of time earlier this year; however this caused extra work on the part of Maintenance personnel who were then required to omit this value on their proposals. The solution was to move the Acquis/Flexible Start Time field from page 2 to page 1 of the General tab, select either the number of calendar days using the drop down pick list of options or manually input an appropriate number of days if needed for Construction proposals. The change, which will take effect on any new proposals are as follows:

Construction Proposals: The Acquisition/ Flexible Start time field now contains a dropdown pick list containing options for:

- 15A – 15 Days (Acq Time)
- 15F – 15 Day (Flex Time)

Contract ID: T378D2 Letting No: Call: Prev Let As Cont ID:

Spec Year: 04 Renewable: N Performance Based: N (maintenance use only)

Description: SR 228 Normandy Blvd

Fed/State Project No.: 450124P Cntl PCN: 99242531152

Location: FRM BEG 4-LANE TO C&G

Route Number: Suppl. Spec Year:

Road System: 05 Proposal Type: CENT

Highway Type: Bid Method: N/A

Highway Number: Contract Type: CC

Primary District: 02 Contract Work Type: X3

Control Group: CD02 Set Aside Proposal:

Counties: 72 DBE/MBE Goal (PCT): 0.00

Proposal Class: 6 WBE Goal (PCT): 0.00

Qualification Classes: 06 Prop. DBE Goals:

04 Fuel Adjustment: BITM

Acquis./Flexible Start Time: (User may edit selected value)

15A	15 Days (Acq. Time)
15F	15 Days (Flex Time)
N/A	N/A

If the proposal has no Special Start Date and no Acquisition Time, "N/A must be selected in the Acquis./Flexible Start Time field on page 1, and the Special Start Date should be blank on page 2.

Contract ID: T2378D2		Letting No:		Call:	
Spec Year: 10		Renewable: N		Prev Let As Cont ID:	
		Performance Based: N		(maintenance use only)	
Description: SR 228 NORMANDY BLVD					
Fed/State Project No.: 4501024P			Cntl PCN: 20956625201D2		
Location: FROM BEG 4-LANE TO C&G					
Route Number:			Suppl. Spec Year:		
Road System: 05			Proposal Type: CENT		
Highway Type:			Bid Method: N/A		
Highway Number:			Contract Type: CC		
Primary District: 02			Contract Work Type: X3		
Control Group: CD02			Set Aside Proposal:		
Counties: 72			DBE/MBE Goal (PCT): 0.00		
			WBE Goal (PCT): 0.00		
Proposal Class: 6			Prop. DBE Goals:		
Qualification Classes: 06			Fuel Adjustment: BITM		
04					
			Acquis./Flexible Start Time: N/A		
			(User may edit selected value)		

Maintenance Proposals: The Acquis/Flexible Start Time block will be blank by default; Maintenance staff may choose an option from the dropdown, when needed.

Contract ID: ETT345		Letting No:		Call:	
Spec Year: 10		Renewable: N		Prev Let As Cont ID:	
		Performance Based: N		(maintenance use only)	
Description: test					
Fed/State Project No.: N/A			Cntl PCN:		
Location: DOT					
Route Number:			Suppl. Spec Year:		
Road System:			Proposal Type: DIST		
Highway Type:			Bid Method:		
Highway Number:			Contract Type: MMOA		
Primary District: 07			Contract Work Type: X3		
Control Group: CTTW			Set Aside Proposal:		
Counties: 10			DBE/MBE Goal (PCT): 0.00		
			WBE Goal (PCT): 0.00		
Proposal Class: 1			Prop. DBE Goals:		
Qualification Classes:			Fuel Adjustment: BITM		
			Acquis./Flexible Start Time:		
			(User may edit selected value)		

Special Start Time):

Construction: If there is a Special Start Date and no Acquisition day, enter “N/A” in the Acquis./Flexible Start Time field.

This screenshot shows a contract form with various fields. The 'Acquis./Flexible Start Time' field is highlighted with a red rectangle and contains the value 'N/A'. Below this field, a note in blue text states '(User may edit selected value)'. Other visible fields include Contract ID (E3TY), Spec Year (10), Renewable (N), Performance Based (N), Description (test), Fed/State Project No. (N/A), Cntl PCN, Location, Route Number, Road System, Highway Type, Highway Number, Primary District (07), Control Group (CTTY), Counties (10), Proposal Class (1), Qualification Classes, Letting No., Call, Prev Let As Cont ID, Suppl. Spec Year, Proposal Type (DIST), Bid Method, Contract Type (CC), Contract Work Type (X3), Set Aside Proposal, DBE/MBE Goal (PCT) (0.00), WBE Goal (PCT) (0.00), Prop. DBE Goals, Fuel Adjustment (RITM), and Acquis./Flexible Start Time (N/A).

The Special Start Date field will be manually typed in.

This screenshot shows a contract form with various fields. The 'Special Start Date' field is highlighted with a red rectangle and contains the value '12/03/2011'. Other visible fields include Bid Bond (0.00), Cost of Proposal Package (0.00), Cost of Plans (0.00), Cost of Specs (0.00), Cost of Proposal (0), Min. Order Fee (0.00), Execution Days, Section Assignment (checked), Special Provisions (unchecked), Last Description No., Last Addendum No., OJT Flag (N), and Proposal Notes.

Special Start Time (Maintenance):

If there is a Special Start Date and there is no Acquisition day, the Acquis./Flexible Start Time field can be either "0" or blank and

Contract ID: E3TY Letting No: Call:
Spec Year: 10 Renewable: N Prev Let As Cont ID:
Description: test Performance Based: N (maintenance use only)
Fed/State Project No.: N/A Cntl PCN:
Location:
Route Number: Suppl. Spec Year:
Road System: Proposal Type: DIST
Highway Type: Bid Method:
Highway Number: Contract Type: CC
Primary District: 07 Contract Work Type: X3
Control Group: CTTY Set Aside Proposal:
Counties: 10 DBE/MBE Goal (PCT): 0.00
Proposal Class: 1 WBE Goal (PCT): 0.00
Qualification Classes: Prop. DBE Goals:
Fuel Adjustment: BITM
Acquis./Flexible Start Time: (User may edit selected value)

Page 1

the Special Start Date field will be manually filled in by Maintenance.

Bid Bond: 0.00
Cost of Proposal Package: 0.00
Cost of Plans: 0.00
Cost of Specs: 0.00
Cost of Proposal: 0
Min. Order Fee: 0.00
Execution Days:
Special Start Date: 12/03/2011
Proposal Notes:
Section Assignment: ☒
Special Provisions: ☐
Last Description No.:
Last Addendum No.:
OJT Flag: N

Page 2

If you have any questions, please contact me at:

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